

Federal Personnel Manual System

FPM Letter 298-7

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Supplement 298-2

RETAIN UNTIL SUPERSEDED

SUBJECT: Revision of the Monthly Report of Federal Civilian
Employment (SF 113-A) As Result of CSRA and Other Changes

Washington, D. C. 20415

August 13, 1979

Heads of Departments and Independent Establishments:

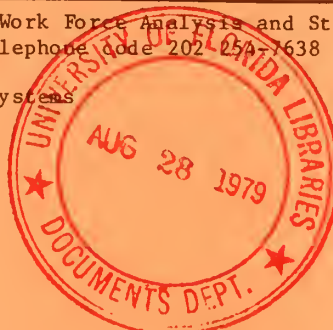
1. FPM Letter 298-2, "Revision of Monthly Report of Federal Civilian Employment (SF 113-A)," September 13, 1978, contained instructions for preparation of the Monthly Report of Federal Civilian Employment (SF 113-A). Since that FPM Letter was issued, several events have occurred which require updating of those instructions.
2. The two major pieces of legislation which impact on the 113-A reporting instructions are the Federal Employees Part-time Career Employment Act (P.L. 95-437) and the Civil Service Reform Act (P.L. 95-454). Background on each Act is presented below. A summary of the effect of the Federal Employees Part-time Career Employment Act and the Civil Service Reform Act on the reporting instructions for the 113-A is at Attachment 1. A detailed revision of 113-A reporting instructions is at Attachment 2; these instructions are being incorporated into a forthcoming FPM Supplement 298-2 entitled "The 113 Summary Data Reporting System."
3. On October 10, 1978, the President signed the Federal Employees Part-time Career Employment Act. This legislation supported the expansion of part-time employment opportunities in the Federal Government and made certain changes in the way part-time employees are provided fringe benefits and, effective October 1980, counted under employment ceilings. The legislation also emphasized permanent part-time employment in the 16 to 32 hours-per-week range.

On October 13, 1978, the President signed the Civil Service Reform Act (CSRA) designed to improve government efficiency and to balance management authority with employee protections. One of the provisions (Title IV) of this Act established the Senior Executive Service (SES) -- a service entirely separate from the Competitive and Excepted Services. This Service was established to ensure that the executive management of the Government of the United States is responsive to the needs, policies and goals of the Nation and is of the highest quality. It also provides greater flexibility for managing the Government's executive work force. Another provision of the CSRA (Sec. 311) calls for a temporary limitation on employment in the Executive Branch. This provision states that the number of civilian employees in the Executive Branch on September 30, 1979, on September 30, 1980, and on September 30, 1981 should not exceed the number of employees on September 30, 1977. It also permitted Executive Branch agencies to report those part-time employees who exceeded the September 1977 level on a full-time equivalent basis. (Agencies are not to interpret this provision as changing in any way the employment ceilings issued by the Office of Management and Budget. Compliance with this provision is based on Executive Branch-wide employment rather than an agency by agency basis.)

Inquiries: Agency Compliance and Evaluation, Work Force Analysis and Statistics Branch,
Survey and Information Section, telephone code 202-254-7638

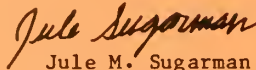
Code: 298, Federal Work Force Information Systems

Distribution: FPM



4. Effective with the July 1979 113-A report (due August 15), all agencies affected by these two Acts are to report statistics in accordance with instructions in this FPM Letter.

Your continued cooperation and involvement to assure that these instructions are implemented by the staff preparing the 113-A report are greatly appreciated.


Jule M. Sugarman
Deputy Director

Attachments (3)

Effect of the Federal Employees Part-time Career Employment Act and the Civil Service Reform Act on Reporting Instructions for the Monthly Report of Federal Civilian Employment (SF 113-A)

1. Federal Employees Part-time Career Employment Act (P.L. 95-437)

a. For reporting purposes, the law makes no changes (from FPM Letter 298-2) in the way agencies should report part-time employment statistics on the SF 113-A until the October 1980 report, at which time a revised ceiling counting procedure takes effect. Instructions for reporting part-time employees effective October 1980 will be forthcoming in an FPM letter in the 298 series.

b. Agencies should therefore continue to reflect part-time employees, whenever appropriate, in all lines of the 113-A except lines 3, 4, 5, 8, 16, and 30. Part-time employees who are in Tenure Group 1 or 2 (regardless of scheduled workweek) should continue to be reported on line 7, "Part-time with Permanent Appointments".

c. For further information on the Federal Employees Part-time Career Employment Act, see FPM Bulletin 340-1, "The Part-time Career Employment Act of 1978 -- An Agency Guide on P. L. 95-437" (April 11, 1979).

2. Civil Service Reform Act (P.L. 95-454)

a. Senior Executive Service (Title IV)

(1) FPM Letter 296-55, "Documentation of Personnel Actions Taken for the Senior Executive Service," dated June 4, 1979 contains instructions for processing personnel actions taken in the Senior Executive Service (SES). FPM Letter 296-55 introduced 6 new Tenure Group codes (4, 5, 6, 7, 8, and 9) and 6 new Position Occupied codes (3, 4, 5, 6, 7, and 8).

- Tenure Group codes 4, 5, or 6 are used to identify employees with SES career appointments.

- Tenure Group code 7 is used to identify employees with SES noncareer appointments.

- Tenure Group codes 8 or 9 are used to identify employees with SES limited appointments.

- Position occupied codes 3 or 4 are used to identify employees occupying positions in the SES.

- Position occupied codes 5 or 6 are used to identify employees occupying positions in the Competitive Service which have been designated as SES positions but the employees declined conversion to SES.

- Position occupied codes 7 or 8 are used to identify employees occupying positions in the Excepted Service which have been designated as SES positions but the employees declined conversion to SES.

(2) Instructions for reporting employees in the Senior Executive Service (SES) on the SF 113-A are effective for the July 1979 report. All agencies which have employees in the SES are to include them, whenever appropriate, in all lines of the 113-A except 9, 10, 22, and 23.

(3) To minimize reporting impact on agencies, Line 11, "Excepted Service" and Line 12, "Excepted Service, with Permanent Appointments" should now also reflect employees in the SES. Line 11 therefore should reflect the total of all employees in both

the Excepted and Senior Executive Services. (Senior Executive Service employees are those with Tenure Group codes 4 through 9 and Position Occupied codes 3 and 4.) Line 12 should reflect employees in the Excepted and Senior Executive Services with Permanent Appointments. (Employees in the SES with Permanent Appointments are those with Tenure Group codes 4, 5, 6, and 7 and Position Occupied codes 3 and 4.) The chart on the next page summarizes the reporting of employees on lines 9 through 12 of the 113-A based on Tenure Group code and Position Occupied code.

Agencies should add the words "and SES" to Line 11 of the 113-A reporting form. The sum of line 9, "Competitive Service" and the new line 11, "Excepted Service and Senior Executive Service" should add to line 1, "Total Employment". (See Attachment 3 showing a facsimile of the 113-A reporting form.)

(3) The revised definitions for certain lines on the 113-A are explained in detail in Attachment 2. Further program guidance on the Senior Executive Service is issued through FPM Chapter 920.

b. Compliance with the Temporary Employment Limitation (Sec. 311)

To comply with Sec. 311 of the CSRA, all Executive Branch agencies (excluding the U.S. Postal Service and Postal Rate Commission) should submit a supplement to the SF 113-A for September 1979, September 1980, and September 1981 in accordance with the instructions issued in FPM Bulletin 298-10, "Compliance with the Temporary Employment Limitation of the Civil Service Reform Act of 1978 (Leach Amendment)," April 2, 1979. Agencies are not to interpret these instructions as changing in any way the employment ceilings issued by the Office of Management and Budget.

Reporting of Employees on Lines 9 Thru 12 of the 113-A a/

		And the Position Occupied Code Is							
	1	2	3	4	5	6	7	8	
	Competitive	Excepted	SES General	SES Career Reserved	Competitive-SES Designated General	Competitive-SES Designated Career Reserved	Excepted-SES Designated General	Excepted-SES Designated Career Reserved	
	Line 9	Line 11	*	*	*	*	Line 11	*	
	Line 9 Line 10	Line 11 Line 12	*	*	Line 9 Line 10	Line 9 Line 10	Line 11 Line 12	Line 11 Line 12	
	Line 9 Line 10	Line 11 Line 12	*	*	Line 9 Line 10	Line 9 Line 10	Line 11 Line 12	Line 11 Line 12	
	Line 9	Line 11	*	*	Line 9	Line 9	Line 11	*	
	*	*	Line 11 Line 12	Line 11 Line 12	*	*	*	*	
	*	*	Line 11 Line 12	Line 11 Line 12	*	*	*	*	
	*	*	Line 11 Line 12	Line 11 Line 12	*	*	*	*	
	*	*	Line 11 Line 12	Line 11 Line 12	*	*	*	*	
	*	*	Line 11	*	*	*	*	*	
	*	*	Line 11	*	*	*	*	*	

Then Report the Employee On:

0 Temp. Limited and Excepted Limited	Line 9	Line 11	*	*	*	*	Line 11	*
1 Career and Excepted Permanent	Line 9 Line 10	Line 11 Line 12	*	*	Line 9 Line 10	Line 9 Line 10	Line 11 Line 12	Line 11 Line 12
2 Career and Career Conditional and Excepted Permanent and Conditional	Line 9 Line 10	Line 11 Line 12	*	*	Line 9 Line 10	Line 9 Line 10	Line 11 Line 12	Line 11 Line 12
3 Nonstatus Non-Limited and Excepted Limited and Indefinite	Line 9	Line 11	*	*	Line 9	Line 9	Line 11	*
4 SES Career	*	*	Line 11 Line 12	Line 11 Line 12	*	*	*	*
5 SES Career	*	*	Line 11 Line 12	Line 11 Line 12	*	*	*	*
6 SES Career	*	*	Line 11 Line 12	Line 11 Line 12	*	*	*	*
7 SES Noncareer	*	*	Line 11 Line 12	Line 11 Line 12	*	*	*	*
8 SES Limited Term	*	*	Line 11	*	*	*	*	*
9 SES Limited Emergency	*	*	Line 11	*	*	*	*	*

a/ See FPM Supplements 292-1 and 296-31 and FPM Letter 296-55 for specific use and definitions of tenure and position occupied codes.

* This is not a valid combination. If any such erroneous combination appears on any personnel action record, the record must be corrected.

Revised Definitions for Selected Lines on the SF 113-A

Below are revised SF 113-A line definitions and edits which meet reporting requirements of the Federal Employees Part-time Career Employment Act and the Civil Service Reform Act. Only those line definitions and edits which are affected by this legislation are presented here; the definition of lines and edits not shown here are the same as those presented in FPM Letter 298-2, "Revision of Monthly Report of Federal Civilian Employment (SF 113-A)," September 13, 1978. Agencies should continue to report statistics according to those definitions. Note also that agencies should reflect part-time employees as appropriate in all lines of the 113-A except lines 3, 4, 5, 8, 16, and 30; similarly, employees in the Senior Executive Service (SES) should be included in all lines except 9, 10, 22, and 23.

SECTION I - CURRENT STATUSLine 5 - Full-Time with Permanent Appointments

Employees included in line 3 (i.e., full-time) who are in Tenure Group 1, 2, 4, 5, 6, or 7. Permanent appointments are defined as follows (FPM Supplement 296-31, Table 3, pages V-16 and V-17):

Tenure Group 1: Competitive Service - Tenure Group 1 includes employees serving under career appointments who either have completed probation or are not required to serve probation, and who are not serving in obligated positions (i.e., positions to which another employee has statutory restoration rights after military duty or re-employment rights under subpart B of part 352 of the Office of Personnel Management's regulations).

Excepted Service - Tenure Group 1 includes employees whose appointments carry no restriction or condition such as conditional, indefinite, specific time limitation, or trial period.

Tenure Group 2: Competitive Service - Tenure Group 2 includes employees serving under career-conditional appointments, and under career appointments who are serving probation or are in obligated positions.

Excepted Service - Tenure Group 2 includes employees who are serving trial periods, who are indefinite solely because they are serving in obligated positions, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that have that type of appointment (for example, excepted appointment-conditional).

Tenure Groups 4, 5, 6, and 7: Includes employees in the Senior Executive Service serving under SES career appointments (4, 5, or 6) and SES noncareer appointments (7).

For purposes of this report, "permanent appointments" consist of Tenure Groups 1, 2, 4, 5, 6, and 7.

Line 7 - Part-Time with Permanent Appointments

Part-time employees included in line 6 who have permanent appointments (Tenure Groups 1, 2, 4, 5, 6, and 7) as defined in line 5.

Line 9 - Competitive Service, Total

Relevant portions of the definition of the competitive service from Title 5, United States Code, are reprinted on the next page.

Section 2102. The Competitive Service

(a) The "competitive service" consists of --

(1) all civil service positions in the executive branch, except --

(A) positions which are specifically excepted from the competitive service by or under statute;

(B) positions to which appointments are made by nomination for confirmation by the Senate, unless the Senate otherwise directs; and

(C) positions in the Senior Executive Service

(2) civil service positions not in the executive branch which are specifically included in the competitive service by statute.

(b) Notwithstanding subsection (a)(1)(B) of this section, the "competitive service" includes positions to which appointments are made by nomination for confirmation by the Senate when specifically included therein by statute.

(c) As used in other Acts of Congress, "classified civil service" or "classified service" means the "competitive service."

Include employees in Tenure Group 0, 1, 2, or 3 and position occupied codes 1, 5, or 6.

Lines 9 and 11 should add to line 1 in each column.

Line 10 - Competitive Service, with Permanent Appointments

Employees occupying positions in the Competitive Service and who are in Tenure Group 1 or 2 as defined on line 5 and position occupied code 1, 5, or 6.

Line 11 - Excepted Service and Senior Executive Service, Total

The Excepted Service and Senior Executive Service consist of those civil service positions not in the Competitive Service. Include employees in position occupied codes 2, 3, 4, 7, or 8 regardless of Tenure, (i.e., tenure codes 0 through 9).

Line 12 - Excepted Service and Senior Executive Service, with Permanent Appointments

Employees occupying positions in the Excepted Service (position occupied code 2, 7, or 8) and who are in Tenure Group 1 or 2 and employees occupying positions in the SES (position occupied codes 3 or 4) and who are in Tenure Group 4, 5, 6, or 7.

SECTION III - TURNOVER

This section covers personnel actions which result in the addition to, and the loss from an agency's work force. Accessions include appointments from civil service registers which are career or career-conditional appointments, excepted appointments, appointments to the Senior Executive Service, temporary appointments from registers, temporary appointments pending the establishment of registers, reappointments, reinstatements, restorations and returns to duty, and transfers. Separations include quits, terminations, reductions-in-force, removals, transfers, extended leave without pay, suspensions, furloughs, deaths, retirements, and displacements.

Each turnover line described below is accompanied by a list of personnel action codes (PAC). The list of personnel action codes for each line is to be used only as a guide in reporting Federal employees. Some PACs are included in several lines; agencies

should review, to the extent possible, the individual employee's situation and report the employee in the appropriate line(s). The personnel action codes listed for each line are taken from FPM Supplement 292-1 and Book V, Table 1 of FPM Supplement 296-31, which contains explanatory material on their use.

Line 19 - Total Accessions

Personnel actions during the period being reported which result in the addition of employees to the department or agency's Competitive, Excepted or Senior Executive Services.

Exclude shifts within the agency or department but which are between any organizations that are below the agency or department (e.g., CM00) level. Such organizations will generally be those assigned a single Central Personnel Data File (CPDF) agency subelement code by the Office of Personnel Management. Similarly, this exclusion covers agency suborganizations which are not identified in CPDF. For example, an agency has been assigned an agency code of XX00. This agency has four suborganizations which have been assigned a code of XX01 thru XX04. The following exclusions apply:

1. Movement between two suborganizations, e.g., between XX01 and XX02.
2. Movement between two reporting units within a suborganization, i.e., movement within either XX01, XX02, XX03, or XX04.
3. Actions that carry the Nature of Action suffix CAO or Change in Appointing Office on the SF 50. See FPM Supplement 296-31, Book V, Table 4.

Include employee shifts involving only agencies and/or departments. For example, include shifts between agency A which has been assigned an agency code of AA00 and agency X which has been assigned an agency code of XX00.

Include shifts between agencies when reorganizations are effected by laws or Executive Orders which shift groups of employees and the functions they perform. Please footnote reports when such reorganizations occur, giving the authority (law or Executive Order), date of change, number of employees gained and the name of the other agency or agencies involved.

Total accessions include the following personnel action codes: 100, 101, 106, 107, 108, 109, 110, 111, 112, 113, 115, 116, 117, 118, 119, 120, 121, 122, 124, 128, 130, 131, 132, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 160, 161, 170, 171, 172, 173, 176, 177, 178, 179, 181, 190-213*, 214, 280, 292, 294, 295.

Line 20 - Transfers - Accessions

Employees, who without a break in service of one full workday, change from a position in one agency to a position in another agency. Include mass transfers of employees between agencies as a result of transfer of functions. Include personnel action codes 130, 131, 132, 145, 147.

Line 21 - Total New Hires

Appointments to positions in the Competitive, Excepted, and Senior Executive Services of accessions included in line 19 based on the following personnel action codes: 100, 101, 106, 107, 108, 109, 110, 111, 112, 113, 115, 116, 117, 118, 119, 120, 121, 122, 124, 128, 140, 141, 142, 143, 144, 146, 148, 149, 170, 171, 172, 173, 176, 177, 178, 179, 214.

* U.S. Postal Service should distribute these actions as appropriate on lines 20, 21, and 24.

Exclude transfers and employees exercising reemployment rights (such as restorations) and returns to duty.

Line 22 - Accessions to the Competitive Service

Personnel actions included in line 19 which result in the addition of employees to the Competitive Service of the department or agency. Include personnel action codes: 100, 101, 106, 107, 108, 110, 112, 113, 115, 117, 118, 119, 120, 121, 122, 124, 128, 130, 131, 132, 140, 141, 160, 161, 181, 214, 280, 292, 294, 295.

Exclude accessions to the Excepted and Senior Executive Services. Note that line 19 minus line 22 should be total accessions to the Excepted and Senior Executive Services.

Line 23 - New Hires to the Competitive Service

Appointments to positions in the Competitive Service based on the following personnel action codes: 100, 101, 106, 107, 108, 110, 112, 113, 115, 117, 118, 119, 120, 121, 122, 124, 128, 140, 141, 214.

Note that this line excludes conversions, transfers, restorations, reemployments, returns to duty, new hires and accessions to the Excepted and Senior Executive Services. Line 21 minus line 23 should be total new hires to the Excepted and Senior Executive Services.

Line 25 - Total Separations

Personnel actions during the period being reported which result in the loss of employees from the work force of the department or agency.

Exclude shifts within the agency or department but which are between any organizations that are below the agency or department (e.g., CM00) level. Such organizations will generally be those assigned a single Central Personnel Data File (CPDF) agency sub-element code by the Office of Personnel Management. Similarly, this exclusion covers agency suborganizations which are not identified in CPDF. For example, an agency has been assigned an agency code of XX00. This agency has four suborganizations which have been assigned a code of XX01 thru XX04. The following exclusions apply:

1. Movement between two suborganizations, e.g., between XX01 and XX02.
2. Movement between two reporting units within a suborganization, i.e., movement within either XX01, XX02, XX03, or XX04.
3. Actions that carry the Nature of Action suffix CAO or Change in Appointment Office on the SF 50. See FPM Supplement 296-31, Book V, Table 4.

Include employee shifts involving only agencies and/or departments. For example, include shifts between agency A which has been assigned an agency code of AA00 and agency X which has been assigned an agency code of XX00.

Include shifts between agencies when reorganizations are effected by laws or Executive Orders which shift groups of employees and the functions they perform. Please footnote reports when such reorganizations occur, giving the authority (law or Executive Order), date of change, number of employees lost and the name of the other agency or agencies involved.

Count all losses as separations on the day after the last day of active duty. Do not include in total separations employees whose separations are effective at the end of their tour of duty on the report date; the separation actions for such employees should be included in the following month's report. To the extent possible, agencies should avoid double counting of the same employee as a separation. For example, if

an employee is on extended leave without pay and counted as a separation, the employee should not be counted again if he resigns or is terminated without returning to duty.

Include the following actions as separations for periods scheduled to, or which actually exceed 30 calendar days: extended leave without pay, suspension, or furlough.

Employees who are on leave with pay pending separation by either disability or optional retirement are to be counted as a separation only upon the eventual separation by disability or optional retirement.

Transfers require special attention. To safeguard employee rights, the practice is that a "separation" SF-50 is not prepared for an employee who transfers to another agency until an "accession" SF-50 is received by the losing office which continues to report this person in total employment. These procedures can result in the employee being reported in both agencies' total employment for the same month. For purposes of the SF 113-A, the losing agency should exclude transfers from line 1 as soon as they cease to be paid by the losing agency, even though that agency may not have received an "accession" SF-50 by the time the SF 113-A report is prepared. Under these procedures for handling transfers, a system check should be built into automated systems to preclude a break in service.

Total separations include the following personnel action codes: 300, 301, 302, 304, 305, 306, 309, 310, 311, 313, 314, 315, 316, 317, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 330, 331, 332, 333, 335, 336, 337, 338, 340, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 357, 358, 359, 360, 365, 371, 380, 381, 382, 383, 384, 460, 465, 470, 472.

Line 26 - Transfers - Separations

Employees, who without a break in service of one full workday, change from a position in one agency to a position in another agency. Include mass transfers of employees between agencies as a result of transfer of functions. Include personnel action codes 311, 320, 321, 322, 332.

SECTION IV - EMPLOYMENT CEILING DATA

This section relates to ceiling information required by the Office of Management and Budget (OMB) to administer the President's employment ceilings. (Agencies which are not subject to employment ceiling limitations by OMB are to report employment and payroll data as if they had been assigned a ceiling. Employment and payroll data in this section will correspond to those reported in Section I lines 1, 4, and sum of lines 17 and 18, if there are no ceiling exempt employees as listed below.) All data in this section exclude employment and payroll of employees exempt from the President's ceiling control as listed below:

- (1) Summer Aids appointed under Schedule A authority, section 213.3102 (v);
- (2) The Stay-in-School Program, employees appointed under Schedule A, section 213.3102 (w);
- (3) The Federal Junior Fellowship Program, employees appointed under Schedule B, section 213.3202 (f);
- (4) Persons in the Worker-Trainee Opportunity Program who are in developmental jobs (for a twelve-month period from date of appointment) who were selected from the Worker-Trainee register, or appointed under the Veterans Readjustment Appointment (VRA) Program. (See FPM Letter 713-33); and
- (5) Those employees covered by any official exemptions granted by OMB.

Exclude from the employment and payroll lines employees on leave without pay, furlough, or suspension whose leave actually exceeds or is scheduled to exceed 30 calendar days.

Exclude also employees on leave with pay pending separation by disability retirement who meet all of the following criteria:

(1) their application for disability retirement has been approved by the Office of Personnel Management; and

(2) their use of sick leave actually exceeds, or is scheduled to exceed 30 calendar days.

Exclude employees on leave with pay pending separation by optional retirement who meet all of the following criteria:

(1) Employee has to retire because of ill health.

(2) Employee is on sick leave and the employing agency has received a licensed physician's certificate covering the entire period for which the employee has requested sick leave.

(3) Employee meets age and service requirements for optional retirement.

(4) SF 2801, Application for Retirement, has been submitted for retirement to become effective when sick leave expires.

(5) The employee's use of sick leave exceeds or is scheduled to exceed 30 calendar days.

Edits

Edits contained in FPM Letter 298-2 are still in effect. Those which have changed as a result of agency experience with the edits or as a result of changes in reporting requirements are listed below. (The edit numbers are those shown in FPM Letter 298-2.)

Edit No.

3. Revise to: Each of the lines 2 through 15 should be less than or equal to line 1 in each column.

16. Delete: Line 13 should be less than or equal to line 1 in each column.
Edit 16 is covered in edit no. 3.

17. Delete: Line 16 should be less than or equal to line 1 in each column.

49. Revise to: Line 11 minus line 12 gives the number of employees with temporary and indefinite appointments in the Excepted and Senior Executive Services.

57. Revise to: Line 19 minus line 22 gives the number of accessions to the Excepted and Senior Executive Services.

58. Revise to: Line 21 minus line 23 gives the number of new hires to the Excepted and Senior Executive Services.

Standard Form 113-A
Revised September 1978
U.S. Civil Service Commission
FPM Chapter 298

Monthly Report of Federal Civilian Employment

Form Approved
OMB No. 50-R0138

Interagency Control
No. 1032-CSC-MO

1. Department or Agency	2. Code (CSC Use)	3. Other Organizational Unit	4. Code (CSC Use)		
5. Period Covered (Use a 6-digit number to indicate month, day, and year in items a, b, and c below. Example: 01/08/78)					
a. Employment As Of:	b. Payroll From	To	c. Turnover From		
			To		
Employment, Payroll, Turnover, and Ceiling Data	All Areas (A)	Overseas		United States	
		Territories of the U.S. (B)	Foreign Countries (C)	Wash., D.C. Metro Area (D)	Outside Wash., D.C. Metro Area ◆ (E)

SECTION I—CURRENT STATUS

1. Total Employment					
2. Total in Permanent Positions					
3. Full-Time					
4. Full-Time in Permanent Positions					
5. Full-Time with Permanent Appointments					
6. Part-Time					
7. Part-Time with Permanent Appointments					
8. Intermittent					
9. Competitive Service					
10. With Permanent Appointments					
11. Excepted Service & SES					
12. With Permanent Appointments					
13. Wage Systems					
14. U.S. Citizens					
15. Noncitizens					
16. Total Intermittents Not Working					

SECTION II—PAYROLL (In Thousands of Dollars. For Example: 1,213,600 Should Appear as 1,214)

17. Wages and Salaries Earned—Total					
18. Lump Sum Payments					

SECTION III—TURNOVER

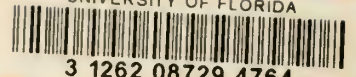
19. Total Accessions					
20. Transfers					
21. Total New Hires					
22. Accessions to the Competitive Service					
23. New Hires to the Competitive Service					
24. U.S. Citizens					
25. Total Separations					
26. Transfers					
27. Quits					
28. U.S. Citizens					

SECTION IV—EMPLOYMENT CEILING DATA

29. Total Ceiling Employment					
30. Full-Time in Permanent Positions					
31. Total Payroll to Ceiling Employees					

Certified by (Signature)	Official Position	Location and Telephone Number	Date (Month, Day, Year)
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